DOCUMENT RESUME

ED 267 739 IR 012 047

AUTHOR	Cramer, Mary McCart
TITLE	First Aid for Media-Aides.
INSTITUTION	Dependents Schools (DOD), Washington, D.C.
REPORT NO	DSG-Manual-2939.4
PUB DATE	20 May 85
NOTE	49p.
PUB TYPE	Guides - Classroom Use - Guides (For Teachers) (052)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Audiovisual Aids; *Educational Media; Elementary Secondary Education; Foreign Countries; *Learning Resources Centers; *Library Administration; *Library Services; Paraprofessional Personnel; *Resource Materials; *Scheduling; Small Schools
IDENTIFIERS	Department of Defense; *Dependents Schools; West Germany

ABSTRACT

This document was developed as part of a Research and Innovation Project by a Department of Defense Dependents School (DoDDS) Media Task Group in West Germany. Designed to provide a ready reference for noncertified personnel working in small school media centers, the monthly calendars (August through June) are intended to encourage an active program using books, media, and equipment. For each month, suggestions are provided in the following areas: Dazzling Dates and Displays, Storytelling, Equipment, and Skills. For the first quarter, outlines of housekeeping duties, equipment accountability, and scheduling are also provided. The outline for the second quarter covers budget allocations, selection of materials, ordering of materials, and ordering of film/video. The third quarter outline covers budget forecasting and the fourth quarter outline covers the annual inventory and year-end closing activities. Recommended resources are listed for each quarter. This calendar is designed both to aid in planning and scheduling technical and housekeeping tasks, and to serve as a springboard to a wider range of activities for student involvement in media. (THC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

IR012047

ED267739

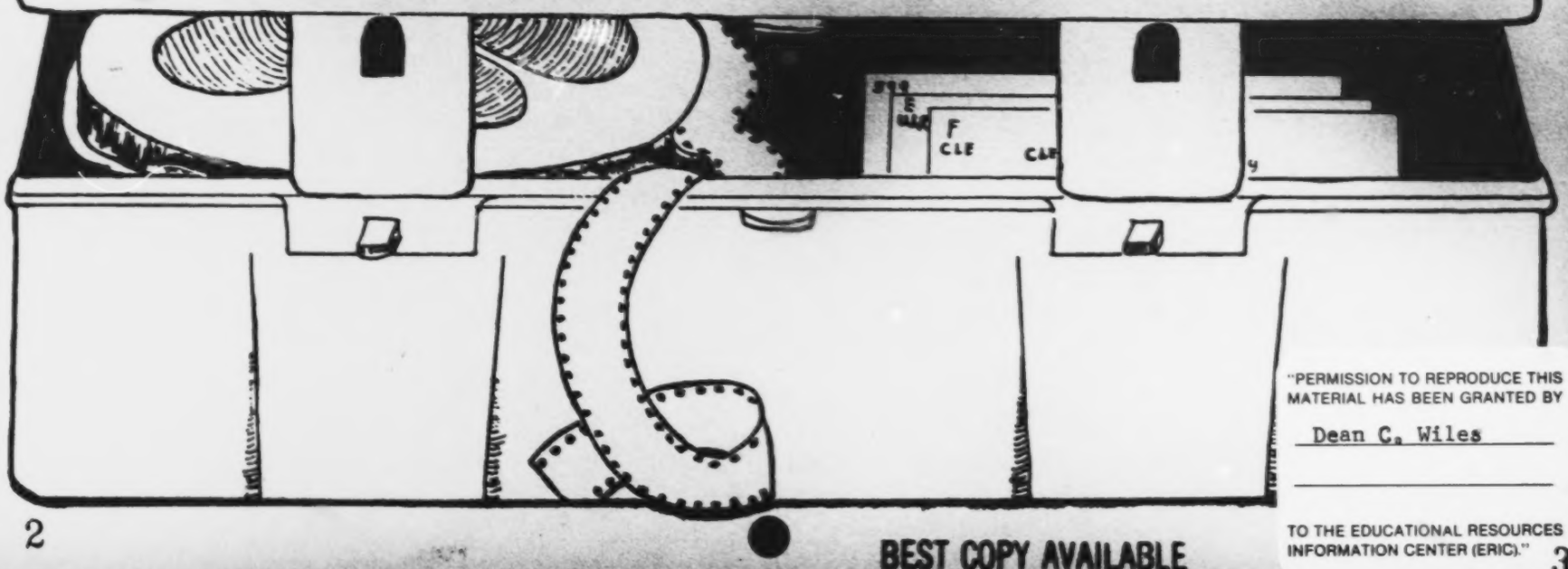
test
Qualitätsurteil
sehr gut
Heft 3/85

U.S. DEPARTMENT OF EDUCATION
OERI
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☒ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official position or policy.

FIRST AID for MEDIA-AIDES

Kraftwagen-Verbandkasten

INHALT DIN 13 164 gem. StVZO § 35b



"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Dean C. Wiles
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

BEST COPY AVAILABLE

DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE REGIONAL DIRECTOR
GERMANY REGION
APO NEW YORK 09633-0005

REPLY TO
ATTENTION OF
DODDS-G
Education

DSG Manual
2939.4
May 20, 1985

First Aid for Media Aides

First Aid for Media Aides was developed as a part of a Research and Innovation Project by a DoDDS-Germany Media Task Group. This calendar is designed to be a ready reference for noncertified personnel working in small school Media Centers. It is intended to encourage an active program using books, media, and equipment. It will aid in planning and scheduling technical and housekeeping tasks. These activities are not considered comprehensive, but only a springboard to a wider range of activities for student involvement in media.

J. H. Blackstead

J. H. BLACKSTEAD
Director

DAZZLING DATES AND DISPLAYS

Special Days:
- Registration
- 1st Day of School
- Media Center Orientation
- 1st Day for Book Check-Out

Crazy Celebrations:

Sweet Day:

Activity: Celebrate the first day of school with 1st graders like German school do!
Have students make and decorate paper cones.
Fill cones with treats or popcorn.
Don't forget to put in a bookmark, too!

•Bulletin Board:
Title: "Books have Sweet Surprises"
Display book jackets such as Aldo Applesauce, Aldo Ice *Cream.

Back to School:

Activity: Have students make book marks.

Bulletin Board:
Title: "Unlock These Doors to Reading"
Cut out key shapes.
Highlight various non-fiction sections on each key and display book jackets from selected books. Example: 398.2 - Fairy Tales, 629.133 - Airplanes/Rockets, 001.64 - Computers.

STORYTELLING

Activity: Round Robin Story

Technique: Read a story to the turning point, then ask the children to complete the story with each child in turn adding a little more. You may have to prompt children by asking questions.

Suggested Stories: The Thief Who Hugged a Moonbeam (Berson); Frog and Toad are Friends (Lobel).

EQUIPMENT

Thermofax - Supplies available for making dittos and transparencies.
Plain Paper Copier - Copy from book - reduce, enlarge
p. 32-34 (Good Apple Guide) Laminator - Have film readily available.

SKILLS

Primary:
A. Tour of Media Center to include a look at the Fasy Section, the Circulation Desk, A.V. Sections, Reading Centers, etc.
B. Care of books.
C. Circulation procedures - check out of books, filmstrips, etc.
D. Introduction to the Caldecott Award winning books.

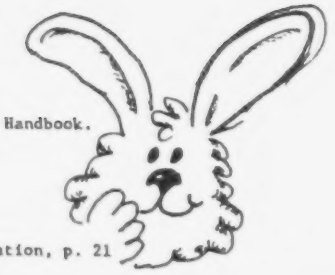
Intermediate:
A. Tour of complete Media Center.
B. Review of bookcare with emphasis on due date, general care, and personal responsibility of borrowing Media Center materials.
C. Circulation Procedures Review: see Primary skills information
D. Introduction to the Newberry Award winning books.

AUGUST

Monday	Tuesday	Wednesday	Thursday	Friday

BEST COPY AVAILABLE

1ST QUARTER



NOTE: All page numbers refer to the MC Handbook.

I. HOUSEKEEPING DUTIES

A. Shelving books, p. 4
B. Filing catalog cards, p. 39-40
C. Dewey Decimal System of Classification, p. 21
D. Card Catalog, p. 22-24
E. Shelf List, p. 34
F. Cataloging and processing of print and non-print materials, p. 25-34
G. Circulation systems, p. 35-38
H. Alternate circulation method:
   1. Put name of each child on individual book pockets in a file box behind teacher's name or attach to tagboard backing.
   2. Have the student put circulation card into his/her pocket when checking out the book. The circulation card needs not be signed.
I. Weeding (removal of books from the collection), p. 42
J. Periodical inventory:
   1. Using a copy of the previous year's order, develop a system for checking each periodical received. This system may be a card file or checklist maintained on a weekly or monthly basis as each periodical is received.
   2. If ordered periodicals are not received by November, contact your supply clerk for further instructions.

II. EQUIPMENT ACCOUNTABILITY

A. Method A:
   1. List each individual type of equipment of 3" X 5" cards.
   2. Include the following information:
      - type of equipment
      - brand name and model
      - voltage
      - lamp type and/or needle
      - serial numbers
      - location

B. Method B:
   1. List all of one type of equipment on one sheet of paper with above information, e.g. all cassette players, all record players, etc.
   2. Keep list available for inventory and reference use.
C. Method C:
   1. Input type of equipment and all other information above into computer.
   2. Retrieve information by type, teacher's name, room number, serial number.

III. SCHEDULING

A. Scheduling of the Media Center requires close cooperation and planning among teachers, media staff and administrative staff.
B. The interaction between media staff and classroom teacher promotes a more effective school-wide instructional program
C. Media Center scheduling should not preclude free access to the Media Center at all times. Students should be allowed Media Center access as needed.

IV. REMINDER: FILM ORDERS FOR 2ND QUARTER DUE IN OCTOBER.

RESOURCES

Berson, Herold	The Thief Who Hugged a Moonbeam	Houghton-Mifflin	1972
Hurwitz, Johanna	Aldo Applesauce	Morrow	1979
Hurwitz, Johanna	Aldo Ice Cream	Morrow	1981
Lobel, Arnold	Frog and Toad Are Friends	Harper-Row	1970

BEST COPY AVAILABLE

DAZZLING DATES AND DISPLAYS

Special Days:
- 5th - Labor Day
- 5th - Be Late For Something Day
- 7th - Grandparents' Day
- 22nd - First Day of Fall
- 22nd - American Indian Day
- 22nd - Hobbit Day, birthday of Tolkien's characters

Crazy Celebrations:

Grandparents' Day:

Activity:
- Have students write a letter to a grandparent.
- Have students draw pictures of grandparents for display in Media Center
- Display photos of students with their grandparents or photos of grandparents in Media Center.
- Sponsor a grandparent contest: Example: who has the most grandparents still alive; who has the oldest, youngest; whose grandparents live the fartherest, nearest, etc.; who has the most generations of grandparents.
- Mark places on a map where grandparents live.
- Have students record their family tree.
- Display books about grandparents.

Bulletin Board:
- Title: "Grand People"
- Display a map of where grandparents live with their photographs.

STORYTELLING

Activity: Sound Action Story

Materials: copy of Library Resource Kit, p. 237

Technique: As story is told, students respond with a certain action (hand clap, etc.) whenever they hear certain phrases.

Suggested Stories: "The Runaway Train"; "The Three Littles and The Big Bad".

EQUIPMENT

Type: Overhead projector

Activity: Use with orientation or check out procedures, floor plan, etc.

SKILLS

Primary:
1. Review and continuation of orientation skills.
2. Taking books off the shelves and returning them properly while selecting a reading choice.
3. Parts of books:
   - A. front and back cover
   - B. title page (author, title, publisher, illustrator)
   - C. spine and spine label

Intermediate:
1. Sectional introduction of the complete media center.
2. Fiction and non-fiction order.
3. Parts of a book (see Primary for review and add glossary and index).

SEPTEMBER

Monday	Tuesday	Wednesday	Thursday	Friday

BEST COPY AVAILABLE

NOTE: All page numbers refer to the MC Handbook.

I. HOUSEKEEPING DUTIES

A. Shelving books, p. 4
B. Filing catalog cards, p. 39-40
C. Dewey Decimal System of Classification, p. 21
D. Card Catalog, p. 22-24
E. Shelf List, p. 34
F. Cataloging and processing of print and non-print materials, p. 25-34
G. Circulation systems, p. 35-38
H. Alternate circulation method:
   1. Put name of each child on individual book pockets in a file box behind teacher's name or attach to tagboard backing.
   2. Have the student put circulation card into his/her pocket when checking out the book. The circulation card needs not be signed.
I. Weeding (removal of books from the collection), p. 42
J. Periodical inventory:
   1. Using a copy of the previous year's order, develop a system for checking each periodical received. This system may be a card file or checklist maintained on a weekly or monthly basis as each periodical is received.
   2. If ordered periodicals are not received by November, contact your supply clerk for further instructions.

II. EQUIPMENT ACCOUNTABILITY

A. Method A:
   1. List each individual type of equipment of 3" X 5" cards.
   2. Include the following information:
      - type of equipment
      - brand name and model
      - voltage
      - lamp type and/or needle
      - serial numbers
      - location

B. Method B:
   1. List all of one type of equipment on one sheet of paper with above information, e.g. all cassette players, all record players, etc.
   2. Keep list available for inventory and reference use.
C. Method C:
   1. Input type of equipment and all other information above into computer.
   2. Retrieve information by type, teacher's name, room number, serial number.

III. SCHEDULING

A. Scheduling of the Media Center requires close cooperation and planning among teachers, media staff and administrative staff.
B. The interaction between media staff and classroom teacher promotes a more effective school-wide instructional program
C. Media Center scheduling should not preclude free access to the Media Center at all times. Students should be allowed Media Center access as needed.

IV. REMINDER: FILM ORDERS FOR 2ND QUARTER DUE IN OCTOBER.

DAZZLING DATES AND DISPLAYS

Special Days: 1st WK - Fire Prevention Week
12th - Columbus Day
15th - World Poetry Day
3rd WK - National Popcorn Week
24th - United Nations Day
31st - Halloween

Crazy Celebrations:

National Popcorn Week:

Activity: Share Tomie DePaola's Popcorn Book while students eat popcorn.
Display popcorn recipes or make a popcorn recipe book by collecting recipes from students and staff.

Bulletin Board:
Title: "Poppin Fresh"
Use The Popcorn Book to enlarge pictures showing why popcorn pops or the legend of why popcorn pops.

World Poetry Day:

Activity: Display poetry books.
Record students reading their favorite Halloween poem or a poem they've written.
Place these recordings in the center for others to enjoy.

Bulletin Board:
Title: "Boo-tiful Poetry"
Display student Halloween poems.

STORYTELLING

Activity: Primary - Halloween poems

Materials: Use Ed Emberley's The Great Thumbprint Book.

Technique: Prepare thumbprints on overhead ahead of time - add lines to make drawings.
Project along with Halloween poems and read aloud.

Suggested Stories: In the Witch's Kitchen (Brewton); The Gobble-Uns'll Git You Ef You Don't Watch Out (Riley).

EQUIPMENT

Dukane Filmstrips Viewer/Projector - view and project.
Use with holiday learning center.

SKILLS

Primary: 1. Introducting I-Can Read-Books.
2. Subject matter books; such as animal-alphabet books, etc.
3. Subject books not located in the Easy Book Section, yet easy to read.

Intermediate: 1. Card Catalog Skills: a. Author, b. Title, and c. Subject.
2. Dewey Decimal System.
3. Poetry - reading and introduction of poetry.

OCTOBER

Monday	Tuesday	Wednesday	Thursday	Friday

1ST QUARTER

NOTE: All page numbers refer to the MC Handbook.

I. HOUSEKEEPING DUTIES

A. Shelving books, p. 4
B. Filing catalog cards, p. 39-40
C. Dewey Decimal System of Classification, p. 21
D. Card Catalog, p. 22-24
E. Shelf List, p. 34
F. Cataloging and processing of print and non-print materials, p. 25-34
G. Circulation systems, p. 35-38
H. Alternate circulation method:
   1. Put name of each child on individual book pockets in a file box behind teacher's name or attach to tagboard backing.
   2. Have the student put circulation card into his/her pocket when checking out the book. The circulation card needs not be signed.
I. Weeding (removal of books from the collection), p. 42
J. Periodical inventory:
   1. Using a copy of the previous year's order, develop a system for checking each periodical received. This system may be a card file or checklist maintained on a weekly or monthly basis as each periodical is received.
   2. If ordered periodicals are not received by November, contact your supply clerk for further instructions.

II. EQUIPMENT ACCOUNTABILITY

A. Method A:
   1. List each individual type of equipment of 3" X 5" cards.
   2. Include the following information:
      - type of equipment
      - brand name and model
      - voltage
      - lamp type and/or needle
      - serial numbers
      - location

B. Method B:
   1. List all of one type of equipment on one sheet of paper with above information, e.g. all cassette players, all record players, etc.
   2. Keep list available for inventory and reference use.
C. Method C:
   1. Input type of equipment and all other information above into computer.
   2. Retrieve information by type, teacher's name, room number, serial number.

III. SCHEDULING

A. Scheduling of the Media Center requires close cooperation and planning among teachers, media staff and administrative staff.
B. The interaction between media staff and classroom teacher promotes a more effective school-wide instructional program
C. Media Center scheduling should not preclude free access to the Media Center at all times. Students should be allowed Media Center access as needed.

IV. REMINDER: FILM ORDERS FOR 2ND QUARTER DUE IN OCTOBER.

RESOURCES

Brewton, John E.	In the Witch's Kitchen	Harper-Row	1980
DePaola, Tomie	Popcorn Book	Holiday Drawing	1978
Emberley, Ed	Great Thumbprint Book	Little	1977
Riley, James W.	The Gobble-Uns'll Git You Ef You Don't Watch Out	Harper-Row	1975

BEST COPY AVAILABLE

DAZZLING DATES AND DISPLAYS

Special Days: 1st WK - National Split Pea Soup Week
11th - Veteran's Day
18th - Mickey Mouse's Birthday
3rd WK - National Children's Book Week
4th Th - Thanksgiving

Crazy Celebrations:

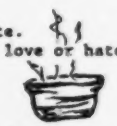
Mickey Mouse's Birthday:

Activity: Have students sample a mouse's favorite food: cheese, pumpkin seeds, sunflower seeds.
Create a diorama of a favorite mouse story.
Make mice bookmarks

Bulletin Board:
Title: "Trap Your Favorite Mouse"
Display different kinds of mouse traps.
Have students design different mouse traps.
Display different favorite mouse stories.

Split Pea Soup Week:

Activity: Have everyone wear green.
Make split pea soup for everyone to taste.
Have students write letters on why they love or hate split pea soup.
Display the most persuasive letters.



Bulletin Board:
Title: "How Do You Feel About Split Pea Soup?"
Have students describe how various animals feel about split pea soup. How would your dog relate to split pea soup?
Display students' ideas.

STORYTELLING

Activity: Puppets

Technique: 1) Stick puppets: mount a picture on cardboard and laminate. Glue popsicle stick to the cardboard figure so that it can be held.
2) Paper bag puppet: use small lunch bags. The folded bottom becomes the face. Draw features, then insert hand into the bag. Manipulate flap (which is puppet mouth) with hand.
3) Stocking puppet: sew button eyes, yarn for mouth and hair, etc., to toe parts of the sock. Insert hand into sock. Thumb manipulate heel of sock which is puppet's mouth.

Suggested Sources: The Very Hungry Caterpillar; George and Martha; Frog and Toad; Frog Prince; The Bremen Town Musicians.

EQUIPMENT

Type: Bell and Howell Ringmaster Viewer/Projector

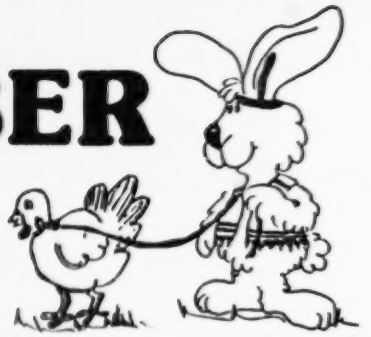
Activity: Use and prepare slide program from DoDDS - Film/Video Library.

SKILLS

Primary: 1. Continuation of October Program.

Intermediate: 1. Continuation of October Program.

NOVEMBER



Monday	Tuesday	Wednesday	Thursday	Friday

BEST COPY AVAILABLE

2ND QUARTER

NOTE: All page numbers refer to the MC Handbook.

I. BUDGET ALLOCATION

A. The Media Center Aide needs to be aware of how money is allocated to the Media Center and how this money should be spent. Recommendations are made on page 63 of the MC Handbook.
B. The aide needs to ask the principal for the actual dollar amount.

II. SELECTION OF MATERIALS

A. The selection of materials is an important job of the aide. See pages 7-10 of the MC Handbook. Teacher and student input cannot be over emphasized.
B. A Consideration File or want list is an essential Media Center Resource. See pages 10-11 of the MC Handbook.

III. ORDERING OF MATERIALS

A. Since ordering of media materials is a complex procedure, see your Supply Clerk for DS Manual 4100.2 and instructions.
B. If these instructions are not available, call Regional Media Coordinator.

IV. ORDERING OF FILM/VIDEO

A. Films and videotapes are provided from a central depository in Frankfurt. See DoDDS Film Video Library Catalog, DSG Manual 2939.3 February, 1985 for titles and summaries. Ordering information and deadlines are also included in this publication.
B. If you have questions, call the Film Video Library at (ETS 320) 2311-8165.

V. REMINDER: FILM ORDERS FOR THE 3RD QUARTER ARE DUE IN DECEMBER.

RESOURCES

Carle, Eric	The Very Hungry Caterpillar	Philomel	1969
Grimm, Brothers	The Bremen Town Musicians	Troll (or any ed.)	1979
Grimm, Brothers	Frog Prince	Troll (or any ed.)	1979
Lobel, Arnold	Frog and Toad All Year	Harper-Row	1976
Marshall, James	George and Martha	Houghton-Mifflin	1972

DAZZLING DATES AND DISPLAYS

Special Days: - Hanukkah
6th - St. Nicholas Day
22nd - Winter Begins; the longest night

Crazy Celebrations:

How Long is Long?

Activity: Ask teachers to hold a "long" contest in their classroom to measure:
1) the longest 1st name
2) the longest last name
3) the longest eyelashes
4) the longest foot
5) the longest finger
6) the longest hair
7) the longest standing jump
8) the longest running jump
9) the longest arm
10) the longest (you think of one)

Bulletin Board:
Title: "What Is the Longest?"
Record on a bulletin board using cut out shapes of each, e.g. longest eyelashes, longest foot, longest arm, fingers, hair, pencil, broadjumping, longest first name, longest last name, etc.
Display examples from the Guiness Book of World Records on the bulletin board.

STORYTELLING

Activity: Easel Story

Technique: Use two short picture books, ready for discard (follow standard salvage procedures).
1) Glue each page to an appropriate size card board.
2) Glue accompanying text on back.
3) Laminate.
4) Cut triangular pieces out of cardboard to glue to mounted picture for a stand.
5) Laminate triangular piece and glue to back of mounted picture so the picture will stand up.
6) As you tell the story, stand each picture on a shelf laid across two upended wastebaskets which serve as a small stage.

EQUIPMENT

Video player and/or recorder.
Playback 3/4" or 1/2" or both. Example - Christmas Cartoon.

SKILLS

Primary: Introduction to the holiday books such as stories of holidays (Dr. Seuss' How the Grinch Stole Christmas) as well as activities and costumes.

Intermediate: Introduction to the holiday books with emphasis on activities, customs, etc. as well as costumes and stories. (i.e. Days We Celebrate).

DECEMBER

Monday	Tuesday	Wednesday	Thursday	Friday

2ND QUARTER

NOTE: All page numbers refer to the MC Handbook.

I. BUDGET ALLOCATION

A. The Media Center Aide needs to be aware of how money is allocated to the Media Center and how this money should be spent. Recommendations are made on page 63 of the MC Handbook.
B. The aide needs to ask the principal for the actual dollar amount.

II. SELECTION OF MATERIALS

A. The selection of materials is an important job of the aide. See pages 7-10 of the MC Handbook. Teacher and student input cannot be over emphasized.
B. A Consideration File or want list is an essential Media Center Resource. See pages 10-11 of the MC Handbook.

III. ORDERING OF MATERIALS

A. Since ordering of media materials is a complex procedure, see your Supply Clerk for DS Manual 4100.2 and instructions.
B. If these instructions are not availalbe, call Regional Media Coordinator.

IV. ORDERING OF FILM/VIDEO

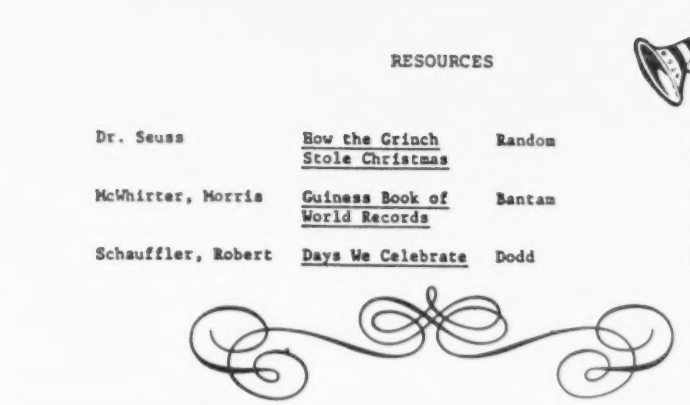
A. Films and videotapes are provided from a central depository in Frankfurt. See DoDDS Film Video Library Catalog, DSG Manual 2939.3 February, 1985 for titles and summaries. Ordering information and deadlines are also included in this publication.
B. If you have questions, call the Film Video Library at (ETS 320) 2311-8165.

V. REMINDER: FILM ORDERS FOR THE 3RD QUARTER ARE DUE IN DECEMBER.

* * * * * * * * * * * * * * * * * * *

RESOURCES

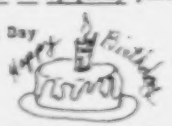
Dr. Seuss	How the Grinch Stole Christmas	Random	1957
McWhirter, Morris	Guiness Book of World Records	Bantam	(yearly ed.)
Schauffler, Robert	Days We Celebrate	Dodd	1940



BEST COPY AVAILABLE

DAZZLING DATES AND DISPLAYS

Special Days:
- 1st - New Years Day
- 15th - Martin Luther King's Birthday
- 16th - National Do Nothing Day
- 22nd - First Novel The Power of Sympathy published in America, 1789
- 23rd - National Handwriting Day
- 27th - Mozart's Birthday



Crazy Celebrations:

National Do Nothing Day:

Activity: Have students create a booklet of 100 things you can do with nothing. Examples: watch grass grow, blow air around, watch time fly...

Bulletin Board:
Title: "National Do Nothing Day"
Make a Graffitiboard of white butcher paper.
Draw a broken clock at the top.
Students write their suggestions on how to celebrate the day.

STORYTELLING

Activity: Transparency-Puppets

Materials: Overhead transparency, overhead pens

Technique: Method 1 - Make transparent figures of characters from a book - page 28 - Media's First Act.
Tell story and manipulate figures of The Moon Man; The Bear On The Motorcycle: The Bear's Bicycle.

Method 2 - Make transparencies from a picture book by making a blackline copy of illustrations on copy machine and then use the thermofax to get a transparency.
Mount in frames.

Method 3 - Draw on transparencies to illustrate story.

Suggested Stories: The Big Wave; Jack and the Beanstalk; Nate the Great; Harold and the Purple Crayon.

EQUIPMENT

Cassette recorder and overhead, p. 5-10 (Good Apple Guide)
Make a sound transparency to correlate with biography skills, e.g. transparency of person with a cassette tape.

SKILLS

Primary:
1. Introduction to Biography.
2. Distinguish Biography from Collective Biography, e.g. biography of Mozart, collective biography, volume of biographies of U.S. presidents.

Intermediate:
1. Introduction to Biography
   A) Biography
   B) Autobiography
   C) Collective biography
2. Encyclopedia usage - beginning of teaching reference skills

JANUARY

Monday	Tuesday	Wednesday	Thursday	Friday

BEST COPY AVAILABLE

2ND QUARTER

NOTE: All page numbers refer to the MC Handbook.

I. BUDGET ALLOCATION

A. The Media Center Aide needs to be aware of how money is allocated to the Media Center and how this money should be spent. Recommendations are made on page 61 of the MC Handbook.
B. The aide needs to ask the principal for the actual dollar amount.

II. SELECTION OF MATERIALS

A. The selection of materials is an important job of the aide. See pages 7-10 of the MC Handbook. Teacher and student input cannot be over emphasized.
B. A Consideration File or want list is an essential Media Center Resource. See pages 10-11 of the MC Handbook.

III. ORDERING OF MATERIALS

A. Since ordering of media materials is a complex procedure, see your Supply Clerk for DS Manual 4100.2 and instructions.
B. If these instructions are not availalbe, call Regional Media Coordinator.

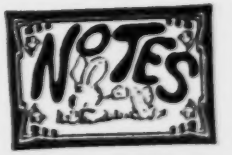
IV. ORDERING OF FILM/VIDEO

A. Films and videotapes are provided from a central depository in Frankfurt. See DoDDS Film Video Library Catalog, DSG Manual 2939.3 February, 1985 for titles and summaries. Ordering information and deadlines are also included in this publication.
B. If you have questions, call the Film Video Library at (ETS 320) 2311-8165.

V. REMINDER: FILM ORDERS FOR THE 3RD QUARTER ARE DUE IN DECEMBER.

RESOURCES

Fadiman, Clifton	World Treasury of Children's Literature ("Bear on the Motorcycle)	Little Brown	1984
Jacobs, Joseph	Jack and the Beanstalk	H.Z. Walck	1975
Johnson, Crockitt	Harold and the Purple Crayon	Harper-Row	1958
McLeod, Emilie	The Bear's Bicycle	Little Brown	1975
Myrer, Anton	The Big Wave	Berkley	1981
Sharmat, Marjorie	Nate the Great	Troll	1979
Ungerer, Tomi	The Moon Man	Harper-Row	1967



BEST COPY AVAILABLE

DAZZLING DATES AND DISPLAYS

Special Days:
- 2nd - Groundhog's Day
- 5th - Weatherman's Day - John Jeffries - 1st U.S. weatherman, 1774
- 12th - Abraham Lincoln's Birthday
- 14th - Valentine's Day
- 20th - John Glenn Day
- 22nd - George Washington's Birthday
- 22nd - Chinese New Year
- 22nd - Black History Week
- 29th - Leap Year

Crazy Celebrations:

Groundhog Day:

Activity: Read stories about groundhogs.
Students write stories of their groundhog's adventures and if he saw his shadow.

Patriot's Day:

Activity: Have a school-wide Patriotic Sing Day.
Invite a military honor guard to raise the flag and say pledge.
Have everyone wear red, white and blue.
Play patriotic songs in the media center as background music during the week.

Bulletin Board:
Title: "Blue, White and Red All Over"
Make a display of favorite books spotlighting events that come in February.

STORYTELLING

Activity: Shadow Play

Materials:
1. large white bedsheet suspended so that it forms a screen between the audience and the actors
2. one or two bright lights - overhead projector can be used as light source
3. a story and necessary props

Technique: Tell the story while selected children act it out in the back of the sheet. Only their shadows will be seen.

Suggested Stories: Stone Soup; Mother, Mother, I Feel Sick, Send For The Doctor Quick, Quick, Quick; The Three Robbers (Ungerer); and Peter Rabbit.

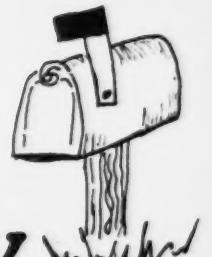
EQUIPMENT

Cassette recorder and filmstrip projector, p. 27-31 (Good Apple Guide)
Make a sound filmstrip example combined with patriotic project - history of American Flag or flags of different countries.

SKILLS

Primary: Introduction to Fairy Tales - read fairy tales and folk tales, with students producing book of fairy tales.

Intermediate:
1. Kinds of fiction
2. Fairy tales - introduction and reading of fairy tales
3. References - atlases, globes and almanacs



FEBRUARY

Monday	Tuesday	Wednesday	Thursday	Friday

BEST COPY AVAILABLE

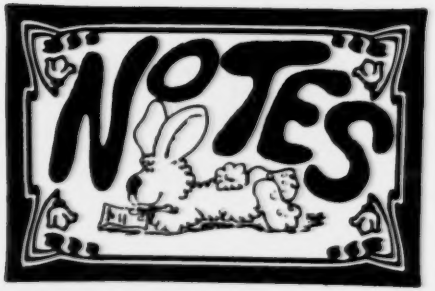
3RD QUARTER

NOTE: All page numbers refer to the MC Handbook.

I. BUDGET FORECASTING

A. It is important what your Media Center needs--books, equipment, furniture, etc. See page 63 of the MC Handbook.
B. Compile needs assessment list.

II. REMINDER: FILM ORDERS FOR THE 4TH QUARTER ARE DUE IN FEBRUARY.



RESOURCES

Brown, Marcia	Stone Soup	Scribner (or any ed.)	1947
Charlip, Remy & Supree, Burton	Mother, Mother, I Feel Sick...	Four Winds	1966, 1980
Potter, Beatrix	Tale of Peter Robbit	Troll (or any ed.)	1979
Ungerer, Tami	The Three Robbers	Atheneum	1962

BEST COPY AVAILA.

DAZZLING DATES AND DISPLAYS

Special Days: 1st WK - National Aardvark Week
3rd - Hina-Matsuri - Girl's Doll Festival in Japan
7th - Arbor Day
11th - Johnny Appleseed Day
17th - St. Patrick's Day
19th - Swallows Return to the Mission of San Juan Capistrano
21st - First Day of Spring
30th - Doctor's Day

Crazy Celebrations:

National Aardvark Week:

Activity: Create an aardvark ABC Book or silly sentence book.
Example: Aardvark ABC - Adam Aardvark accosts ants, or Adam Aardvark analyzes ants, Betty Aardvark builds bridges.

Doll Festival:

Activity: Students and staff bring in dolls for display.
Each doll is labeled to explain the type of doll or some little bit of information about the doll.
Have a doll contest.
Give prizes for: best loved, cutest, newest, best dressed, etc.

Bulletin Board:
Title: "Oh You Beautiful Doll"
Make a list of famous dolls, examples: Cabbage Patch Dolls, Raggetty Ann, Cupie Dolls, Barbie, etc. Display books about dolls.

STORYTELLING

Activity: Magnetic Board Story

Materials: 1. illustrations of stories; i.e. pictures from magazines, discarded books, or duplicated copy of illustrations run-off on a copy machine
2. magnets - kitchen variety or magnetic strips
3. magnetic board or stainless steel cookie sheet

Technique: Glue magnets to back of story illustrations
As you tell the story, place the pictures on the magnetic board.

Suggested Stories: Gingerbread Boy; Curious George, and folk and fairy tales.

EQUIPMENT

Bell and Howell Ringmaster sound slide viewer/projector
Make a sound slide, use camera to photograph dolls and have each child record three sentences about their doll, play it in the media center.

SKILLS

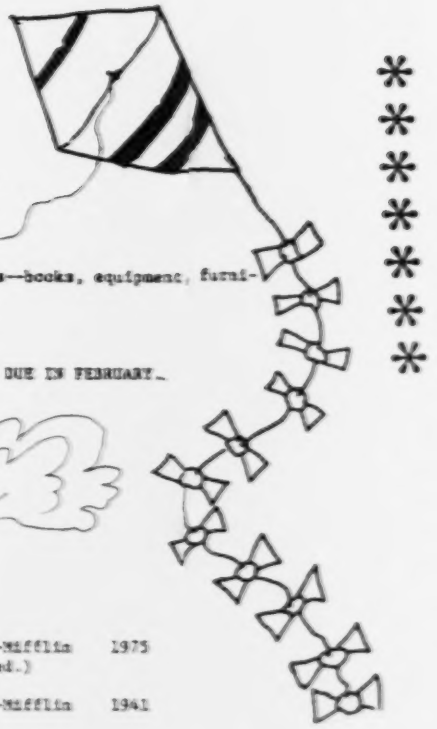
Primary: 1. General introduction to science books
2. Select science areas according to classroom activities
3. Introduction to periodicals (magazines) and how to use them

Intermediate: 1. Same as Primary (science and nature books)
2. Introduction to periodicals (magazines)

MARCH

Monday	Tuesday	Wednesday	Thursday	Friday

3RD QUARTER



NOTE: All page numbers refer to the MC Handbook.

I. BUDGET FORECASTING

A. It is important what your Media Center needs--books, equipment, furniture, etc. See page 61 of the MC Handbook.
B. Compile needs assessment list.

II. REMINDER: FILM ORDERS FOR THE 4TH QUARTER ARE DUE IN FEBRUARY.

RESOURCES

Galdone, Paul	Gingerbread Boy	Houghton-Mifflin (or any ed.)	1975
Rey, H.A.	Curious George	Houghton-Mifflin	1941

DAZZLING DATES AND DISPLAYS

Special Days:
- 1st - April Fool's Day
- 6th - Admiral Robert E. Perry discovered the North Pole
- 16th - Wilbur Wright's Birthday
- 18th - Paul Revere's Ride, 1776
- 3rd WK - Bicycle Safety Week
- 22nd - Earth Day - World Ecology Day
- Easter - First Full Moon That Falls On or After March 21st

Crazy Celebrations:

Backwards Day:

Activity: Students, teachers and staff wear something backwards or mis-matched - such as colored shoes or socks or wear shirt backwards.
Have students give directions for doing something backwards. Example: Give directions for making a peanut butter sandwich or tying shoes backwards.
Have students say: the alphabet backwards, their phone number backwards or spell their names backwards.
Have a backwards spelling bee (all words spelled backwards).

Bulletin Board:
Title: "Baffling Backward Books"
Display book jackets with titles covered.
Rewrite the title backwards on the cover.
Students can guess the correct title and lift the cover to check their guess.

STORYTELLING

Activity: Use a cassette recorder to record a story on tape.

Technique: As you play the tape, act out the story.

Suggested Stories: Caps For Sale or Rumplestiltskin.

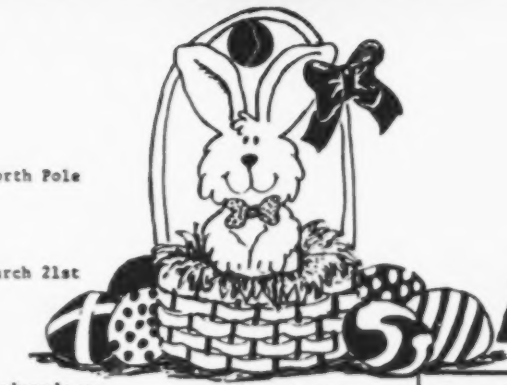
EQUIPMENT

Video cassette recorder with video camera.
Make video tape to correlate with pantomime storytelling.

SKILLS

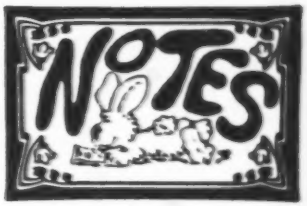
Primary:
1. Career Education books
2. Introduction to the "I want to be" series (these are books on community helpers)

Intermediate:
1. Introduce non-fiction books
   A. History (Geography, travel, etc.)
   B. Ecology, etc.
2. Introduce specialized fiction - mystery, science fiction, etc.



APRIL

Monday	Tuesday	Wednesday	Thursday	Friday



3RD QUARTER

NOTE: All page numbers refer to the MC Handbook.

I. BUDGET FORECASTING

A. It is important what your Media Center needs--books, equipment, furniture, etc. See page 63 of the MC Handbook.
B. Compile needs assessment list.

II. REMINDER: FILM ORDERS FOR THE 4TH QUARTER ARE DUE IN FEBRUARY.

RESOURCES

Grimm, Brothers	Rumplestiltskin	Troll (or any ed.)	1979
Slobodkina, Esphyr	Caps for Sale	Addison-Wesley	1947

DAZZLING DATES AND DISPLAYS

Special Days:
- 1st - May Day
- 3rd - Sun Day - promoting solar energy
- 5th - Tango-no-Sekku- Japanese Boy's Festival
- 5th - Cinco de Mayo
- 2nd Su - Mother's Day
- Mid May - National Pickle Week
- 16th - Congress authorized 1st 5c coin, 1866
- 18th - Jumping Frog Jubilee in Calavaras County, California

Crazy Celebrations:

Frog Day:

Activity: Make origami frogs for races.
Discover the differences between frogs and toads.
Make frog and toad treats: rice krispie treats for toads, and lime jello for frogs

Bulletin Board:
Titles: "Leap into Literature" or "Hop into History" or "Jump into Jingles"
For each of these use: book jackets of stories, book jackets of historical events, or book jackets on poetry and rhymes.

National Pickle Week:

Activity: Make a Pickle recipe book.
Have a pickle-tasting party.
Have students write stories on how pickles got their bumps.

Bulletin Board:
Title: "Pickle Perfect Books".
Display books on things that grow: food, plants, trees or flowers.
Offer nutritional snacks such as cheese, pickles, olives, crackers.

STORYTELLING

Activity: Reader's Theatre

Materials: copy of story for each child who will participate

Technique: Rewrite a simple story as a script with narration and dialogue. No props are necessary. Have several children read each part as a chorus.

Suggested Stories: Are You My Mother?; The Three Pigs; The Three Billy Goats Gruff; or Millions of Cats.

EQUIPMENT

Opaque or overhead - enlarge for bulletin board, murals or wall plaques - see pages 11-18 and 19-22 (Good Apple Guide).

SKILLS

Primary:
1. Review of all skills
2. Introduction to new books and materials
3. Suggestions from students - a "want-list" to include books, filmstrips, activity ideas, etc.

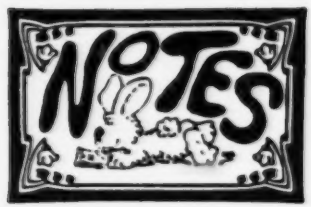
Intermediate:
1. Review of all skills
2. Introduction to new materials
3. Student input for new library books and materials

MAY

Monday	Tuesday	Wednesday	Thursday	Friday

BEST COPY AVAILABLE

4TH QUARTER



NOTE: All page numbers refer to the MC Handbook.

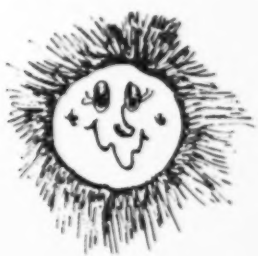
I. ANNUAL INVENTORY

A. MC Annual Report Forms are sent to your school each spring by the Regional Media Coordinator.
B. Prior reports should be on file in the principal's office for your reference. See MC Handbook, page 46.

II. YEAR-END CLOSING ACTIVITIES

A. Return all materials to the media center.
B. Annual inventories of print and non-print, equipment, furniture, fixtures, and maintenance needs.
C. Present a closing schedule to your administrators and staff. This includes: last day for student use, last day for student check-out, last day for staff use, last day for AV use.
D. Consider applying for summer workshops.

III. REMINDER: FILM ORDERS FOR FOLLOWING SCHOOL YEAR ARE DUE IN JUNE.

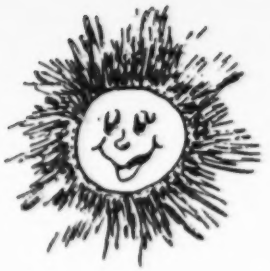


RESOURCES

Eastman, Philip D.	Are You My Mother?	Beginner	1960
Gag, Wanda	Millions of Cats	Coward	1928
Galdone, Paul	The Three Billy Goats	Seabury (or any ed.)	1973
Galdone, Paul	The Three Pigs	Seabury (or any ed.)	1970

BEST COPY AVAILABLE

DAZZLING DATES AND DISPLAYS



Special Days:
- 5th - World Environment Day
- 14th - Flag Day
- 3rd Su - Father's Day
- 21st - Summer Begins
- 21st - National Tom Sawyer Week

Crazy Celebrations:

National Tom Sawyer Week:

Activity: Sponsor a Tom Sawyer picnic.
Students may dress like Tom Sawyer.
Play games for prizes.
Make a "white-wash" picture: children draw a picture using crayons and white-wash the picture with white poster paint.
Have a raft-building contest.
Students can construct rafts from popsicle sticks, toothpicks, wood, etc.
Make a list of famous "Toms", such as Tom, Tom, the piper's son, Tom Thumb, Tom Edison, Tom and Jerry, or Tom Turkey.

Bulletin Board:
Title: "Tom's Tours"
Have students make a collage of places they've been or are going for the summer.
Use drawings, picture cut outs, travel posters and photos.
Display books on travel and countries.

STORYTELLING

Activity: Paper folding

Materials: 1 pair scissors
1 sheet of 24" X 10" paper

Technique: While telling story the narrator is cutting the strip of paper. The object cut provides the surprise ending for the story.

Source: Elementary School Resource Kit, p. 242.

EQUIPMENT

Call all equipment into the media center, inventory it, clean it, and send to repair or store it for the summer vacation period.

SKILLS

Primary: Summer program introduction

Intermediate:
1. Inventory and shelving procedures
2. Summer program introduction

JUNE

Monday	Tuesday	Wednesday	Thursday	Friday

4TH QUARTER

NOTE: All page numbers refer to the MC Handbook.

I. ANNUAL INVENTORY

A. MC Annual Report Forms are sent to your school each Spring by the Regional Media Coordinator.
B. Prior reports should be on file in the principal's office for your reference. See MC Handbook, page 46.

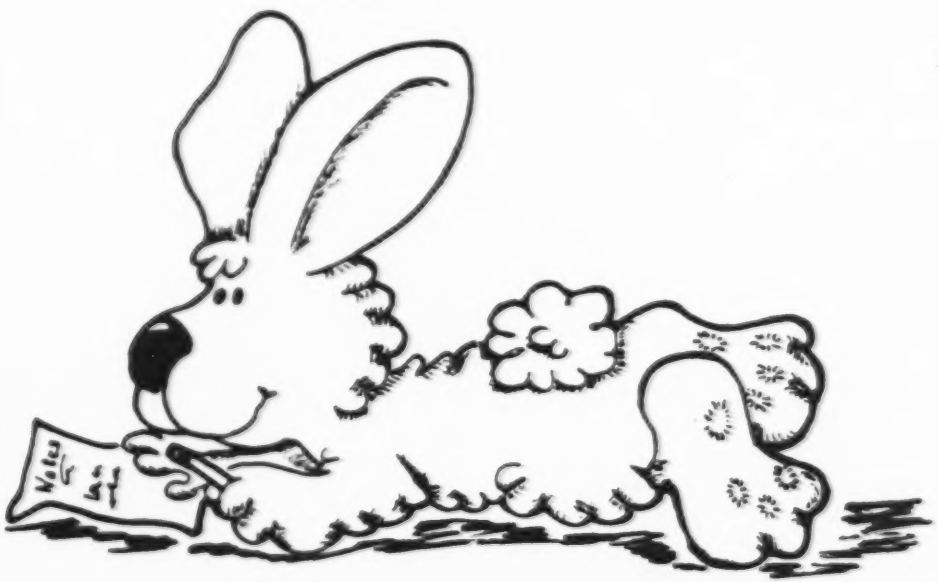
II. YEAR-END CLOSING ACTIVITIES

A. Return all materials to the media center.
B. Annual inventories of print and non-print, equipment, furniture, fixtures, and maintenance needs.
C. Present a closing schedule to your administrators and staff. This includes: last day for student use, last day for student check-out, last day for staff use, last day for AV use.
D. Consider applying for summer workshops.

III. REMINDER: FILM ORDERS FOR FOLLOWING SCHOOL YEAR ARE DUE IN JUNE.

ACKNOWLEDGEMENTS

Gloria Green, Bueren ES
Mary Sparks, Butzbach ES
Marge Wells, Darmstadt MS
Mary Cramer, DoDDS-Germany
Bill Strabala, Fulda HS
Kathleen Ulrich, Hainerberg ES
Sharlya Gold, Hanau Argonner ES
Elke Scheller, Memmingen ES
Patricia Degen, Ramstein JHS
Judy Schuh, Ramstein JHS
Cheryl Griffin, Rhein Main ES
Jeanette Melder, Strullendorf ES



IMPORTANT NAMES AND NUMBERS

Media Coordinators — Military 2318-3096
Fred Welch — Civilian 06121-88299
Mary Cramer

Film Video Library — Military 2311 (ETS 320) 8165

Closest school

name _____

Military _____

Civilian _____

Closest Media Specialist

name _____

Military _____

Civilian _____

Base/Post/Special Services Library

Librarian's name _____

Military _____

Cililian _____

BEST COPY AVAILABLE